



**Town of Arlington, Massachusetts**  
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## **Library Trustee Minutes 04/08/13**

Meeting of the Board of Library Trustees

Monday, April 8, 2013

### **Call To Order**

Chairman Katherine Fennelly called the meeting to order at 7:15. In attendance were trustees Joyce Radochia, Diane Gordon, Barbara Muldoon, Frank Murphy, Heather Calvin, and Adam Delmolino. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

### **Approval of Minutes**

The trustees reviewed the minutes from the March 12 meeting and approved them. (Adam Delmolino/Barbara Muldoon)

### **Communications**

A letter was received from David Castiglioni, who is resigning as trustee of the Elbridge Farmer Trust Fund.

### **Community Time**

No members of the community were present.

### **Director's Report**

Re: wall repair, tent was moved to the back of the building. Re: roof repair project, groups who regularly use the room should be alerted. It was suggested that a display be created for Town Day to publicize the project. It's time to start getting a Community Read committee together. All Boards in town should be notified about the Community Read, and the School Committee should be focused on in particular. Re: circulation report, it would be good to see eBook stats integrated with the general circulation stats.

### **Foundation**

Ms. Fennelly reports an excellent, well attended first meeting of new Foundation Board. Almost all members were present except for two or three. The purpose of the Foundation and its mission were discussed. Bylaws exist; Mr. Murphy suggests that the bylaws should perhaps include more detail so that there's less confusion. Ms. Fennelly and Kathryn Gandek-Tighe met to do the IRS forms, and the state forms. The Attorney General has a registry of all non-profits, and the registration process is unexpectedly complex which will result in some delay. Consequently, the Foundation isn't sending out Sunday fundraising letter. The Friends will send it out this year. The next Foundation meeting is scheduled for May 1.

### **Meeting Room Policy**

A web form is not currently available for meeting room application, but this may be something we consider for the future. Ryan talked to the Mystery Writers of America, and they agreed that 15 Arlington residents can attend the May 18 workshop for free. Written permission will be granted. Re: policy revision, a line will be added to point number 10 about laptops being available through Vandy. Another line will be added in place of the existing non-profit or for-profit line: Is the organization for-profit? Yes or No. This policy will be reviewed and approved at the next Trustees meeting.

### **Trust Fund Expenditure Report**

64% is still available overall. Ryan noted that muni money is always going to get spent first because it has to be done before June 30. In the past, Ms. Muldoon has rolled money over, by request. Re: art prints, it was noted that the money is for circulating prints, whereas the Fox print was bought to stay on the walls. We need to know how to discriminate between cases like these. The idea of circulating children's art prints at Fox was suggested.

#### Russell Fund Expenditure Report and FY 2014 Funding

The Russell Fund Expenditures for FY 2013 to date were reviewed. After some initial issues, Pam and Ryan looked at the budget with Karen Dillon in February and worked out the accounting.

#### Policy for determining next year's Trust/Russell fund allocations

Ms. Fennelly will meet with advisors by May 15. Ms. Muldoon asks that no requests be made during the summer. There may be a mini-round of requests in May or June.

#### Annual Report for the Public

A draft will be sent out for review from Ryan.

#### Friends Update

The Friends annual meeting takes place on April 24. Bylaws are being amended to change terms for office holders.

#### Unanticipated Items

#### Date of Next Meeting

Tuesday, May 14, 7:15.

#### Adjournment

9:00 p.m. (Barbara Muldoon/Frank Murphy)

#### Documents provided:

- Meeting agenda
- March 2013 meeting minutes
- Letter from David Castiglioni
- March Director's Report
- Meeting Room Policy and Guidelines for groups using the Meeting Rooms
- Russell Fund/Trust Fund Budget Reports